

ACQUISITIONS COMMITMENT AUTHORITY

MANAGEMENT LEVEL	TITLE OR CLASSIFICATION	CONTRACT APPROVALS (Purchase Orders, Contracts, IAAs)	LIMITED COMPETITION APPROVALS* (NCB, SCR, LCB, Form 42)	CONTRACT APPROVALS (Resulting from Limited Competition Approval)
Director	DGS Director		No Limitations	
Deputy Director	Chief Procurement Officer (or Deputy Director)	No Limitations	\$ 5,000,000**	No Limitations
Branch Manager	Purchasing Manager	\$ 10,000,000	\$ 500,000**	\$ 5,000,000
Section Manager	EDP Acquisitions Manager/ SSM III / Pharmacy Program Mgr	\$ 7,000,000	\$ 250,000**	\$ 2,000,000
Unit Supervisors	Senior EDP Supervisor/ SSM II	\$ 5,000,000	\$ 150,000	\$ 1,000,000
Analyst	Senior EDP Acquisition Specialist / Pharmacy Consultant II	\$ 3,000,000	\$ 25,000	\$ 750,000
	Staff EDP Acquisition Specialist/ SSM I	\$ 1,000,000	\$ 25,000	\$ 500,000
	AMA/AGPA	\$ 500,000	\$ 25,000	\$ 250,000
	SSA	\$ 250,000	\$ 25,000	\$ 100,000

* Limited Competition Approvals for DGS offices must be signed by all authority levels.

** Office of Legal Services (OLS) review is required for IT Limited Competition Approvals > \$ 250,000 and High Risk IT contracts.

The dollar figures noted above represent the commitment authority ceilings per transaction for the position noted. Transactions initiated by staff in training, regardless of classification, require review and initials of either supervisory personnel or next level of signature authority.

Approved:

October 14, 2008


 Jim Butler, Chief Procurement Officer